

### CARS 2 General Information

The DWD/DHFS random moment sampling (RMS) for IM/W-2 began on January 6, 2003. Because of this, counties must report costs in two different ways.

- a) For reimbursement purposes, counties must report in CARS for IM programs, as they have done in prior years. Reporting instructions and a form for Income Maintenance programs have been provided in Chapter II of the CARS on-line Manual. Use Agency Type 14 for reporting these expenses.
- b) For federal reporting and revenue generation, counties must also report shared and direct costs to DWD and DHFS. Shared costs will be distributed based on the results of the random moment samples. This information will be used to support the claim of federal funds for appropriate programs. DHFS will use a replica of CARS, identified as CARS 2 to compile information for federal revenue claiming.

It is very important for all counties to provide all required reports to ensure accurate payments and federal revenue calculation. Expenditure reports should be submitted monthly.

For CARS 2 reporting, you must submit the following:

- a) The DWD/DHFS Shared Cost Expenditure Report. This must be submitted to both DHFS and DWD via email. The most up-to-date version of this form can be accessed on the DWD CORE Homepage at <http://www.dwd.state.wi.us/dws/bds/core/>
- b) The DHFS Expenditure Report, Community Aids Reporting System—CARS 2 Direct Reporting, Income Maintenance Programs.

Quarterly RMS statistics are applied to shared costs reported to DHFS prior to entry of expenses into CARS 2. Within a quarter, each month's shared costs are allocated separately but using the same quarterly statistics. These allocated expenses are then reported to counties on the DHFS Statistical Preprocessor Report of Detailed Allocations and loaded into CARS 2.

Direct expenditures are those that can be identified to a single program. Direct reported expenses will be processed on a monthly basis. Use Agency Type 14 for this reporting also. Report submission instructions and a form for direct expense reporting to CARS 2 are available through the CARS website. Please remember to report expenses only once—either as direct or shared.

The profile structure used in CARS 2 is significantly different from the structure used for reimbursement. It is designed to capture the information now available under the RMS cost allocation methodology and to support the claiming of federal funds. Since CARS 2 is not used for reimbursement purposes, contract amounts are not loaded into CARS 2. Links to flow charts are included in CARS 2 on the CARS website to clarify the new structure.

If you have questions about CARS 2 reporting, please contact one of the following:

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